

STUDENT USER MANUAL
A GUIDE FOR USING
ONLINE LEARNING INSTITUTE OF
VIRTUAL EDUCATION (OLIVE)



ALLAMA IQBAL OPEN UNIVERSITY
H-8, ISLAMABAD

Table of Contents

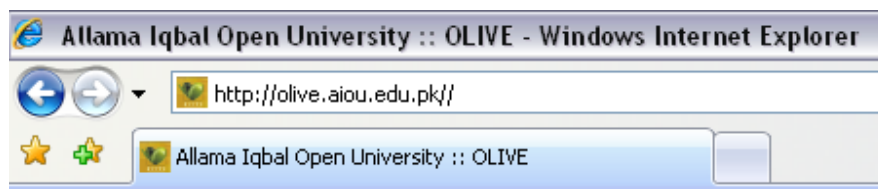
1. Introduction
2. Website Address
3. Login Page
4. Main Page
5. Accessing a Course
6. Course Page
7. News Forum
8. Submission of Assignments
9. Participation in Online Sessions
10. Grades
11. Latest News & Calendar
12. Change password
13. Further Help

1. Introduction

This document has been designed to provide help to you for using Open Learning Institute of Virtual Education (OLIVE), Learning Management System (LMS) website. Various sections of the OLIVE LMS website are explained in detail to attend online classes and perform other online activities.

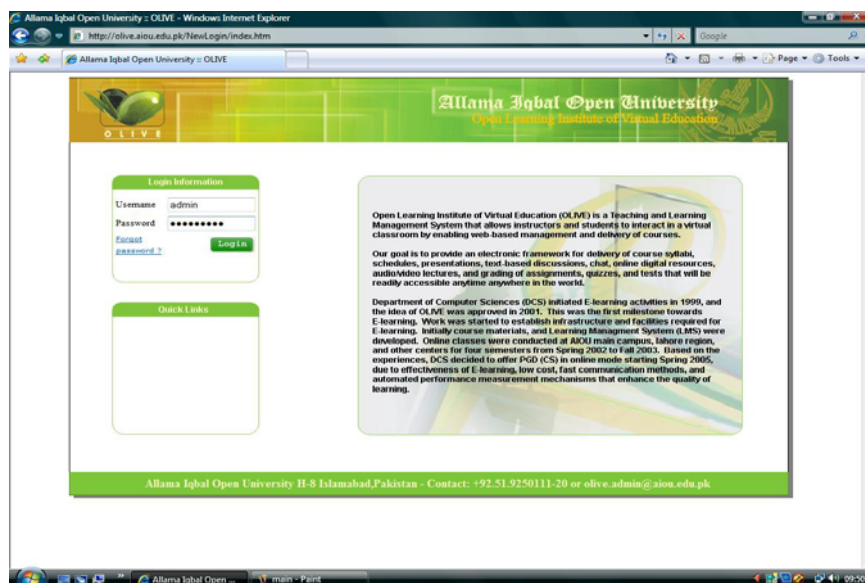
2. Website Address

Type URL “<http://olive.aiou.edu.pk/>” to access the website.



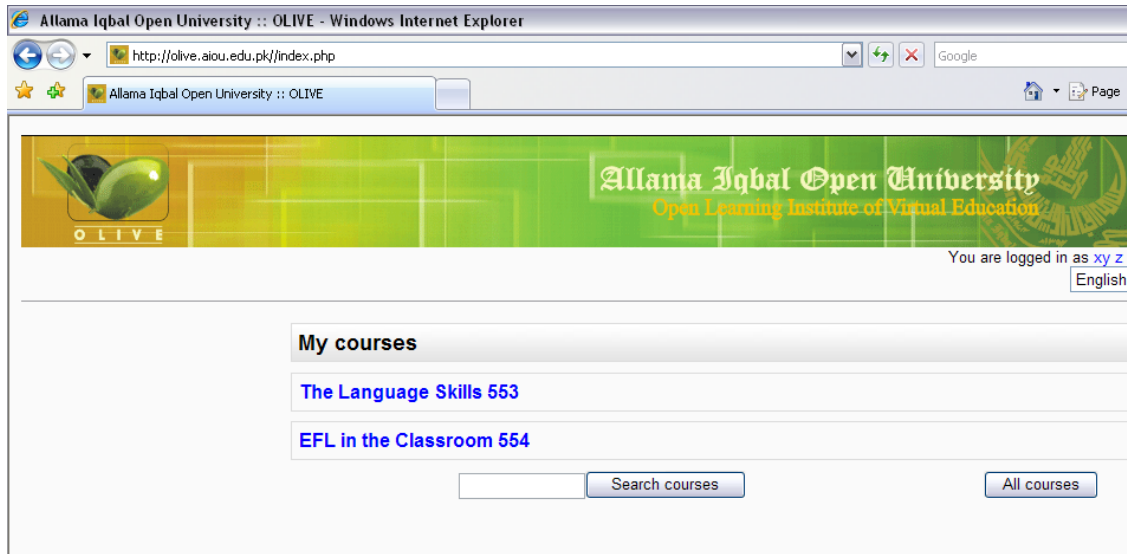
3. Login Page

Enter your **username** (Registration Number) and **password** (Roll Number) to login to the website.



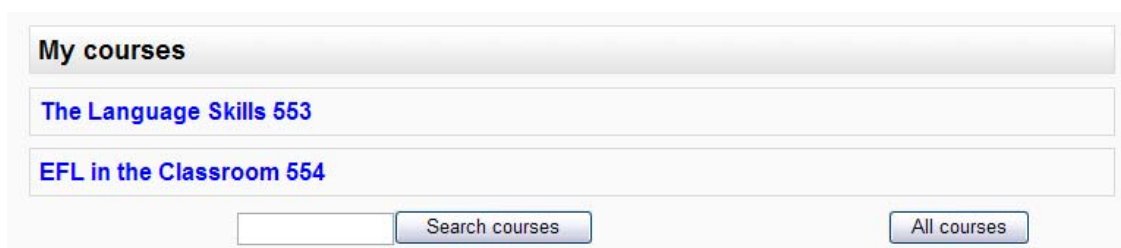
4. Main Page

Main page appears on successful login. This contains “My courses” block which will show the courses in which you are registered.



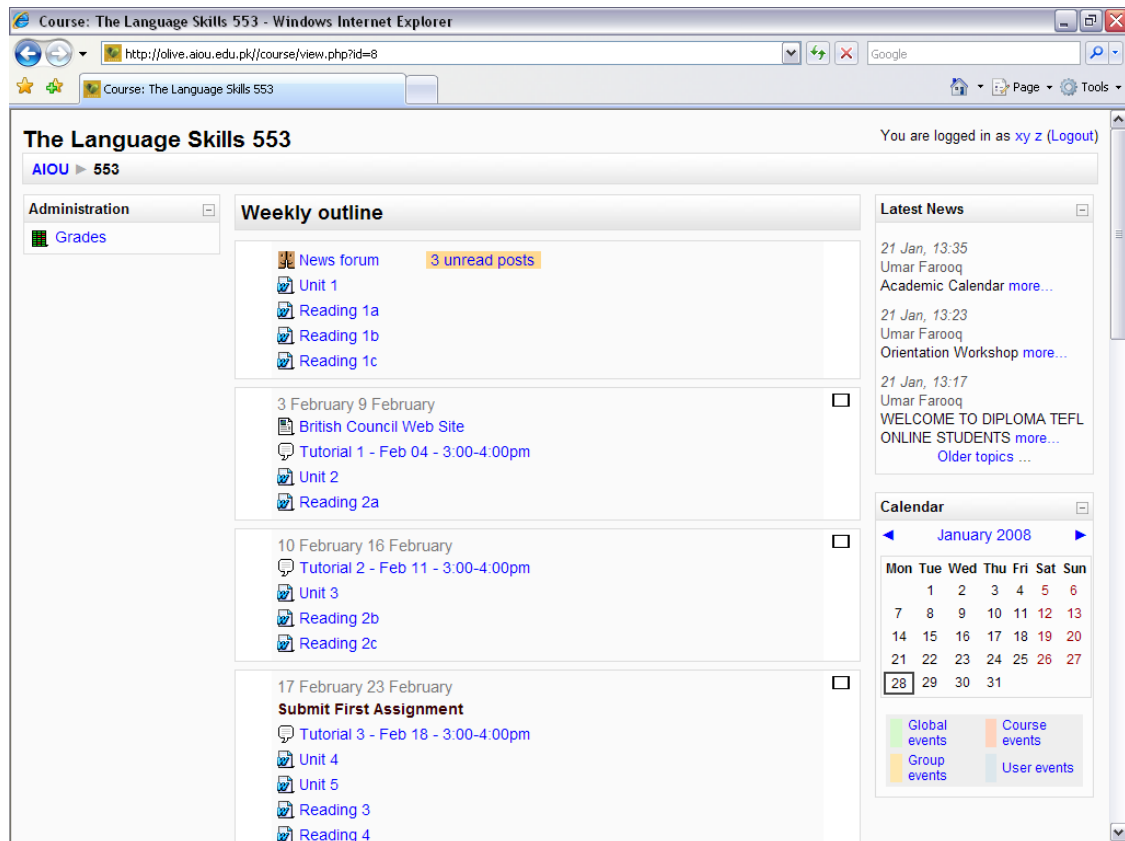
5. Accessing a Course:

Click on any course to access course page.



6. Course Page:

This page contains different blocks that are explained in the next pages.



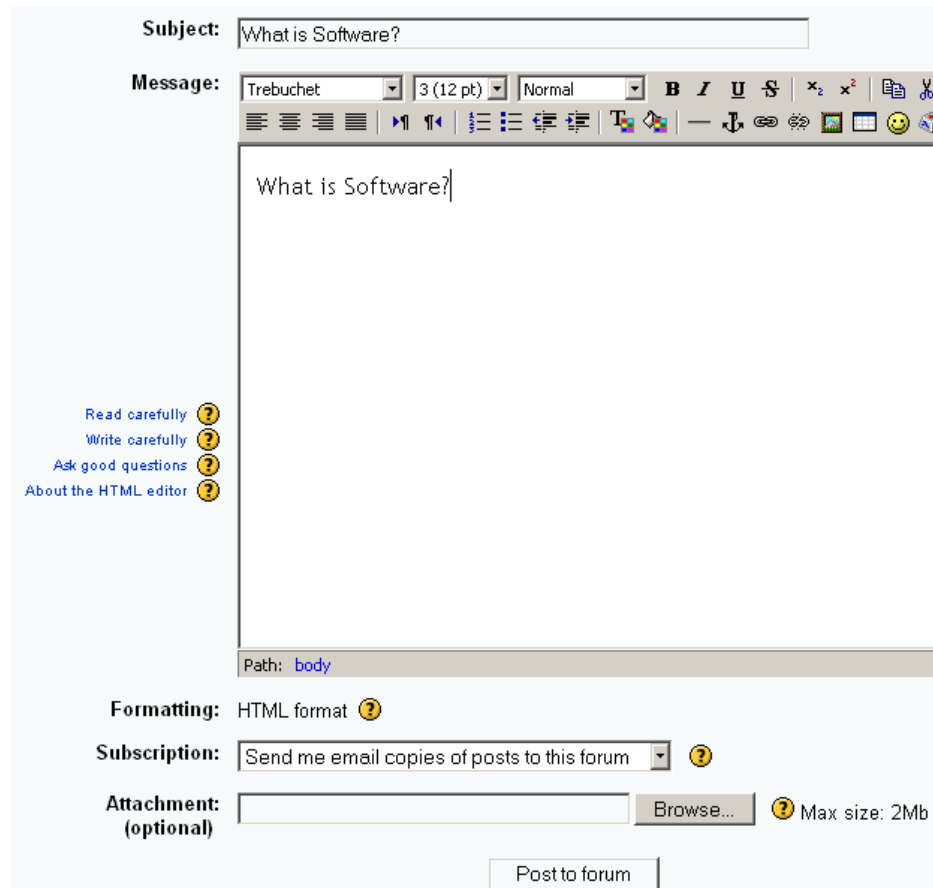
7. News Forum (Mandatory for all students for course discussions)

This is an important forum and available in each course. Students should visit the page under this link often. The purpose of this forum is to provide a common page of discussion related to course.

Students can use “add a new topic” link to add a topic of discussion problem related to course.

Latest events are uploaded on this page and students must keep visiting this

page often.



The screenshot shows a web form for submitting a forum post. At the top, there is a 'Subject:' label followed by a text input field containing 'What is Software?'. Below this is the 'Message:' section, which includes a rich text editor toolbar with options for font (Trebuchet), size (3 (12 pt)), and style (Normal), along with buttons for bold, italic, underline, strikethrough, link, unlink, image, table, and smiley. The message body contains the text 'What is Software?'. To the left of the message body, there are four links with question mark icons: 'Read carefully', 'Write carefully', 'Ask good questions', and 'About the HTML editor'. Below the message body, there is a 'Path:' label with the value 'body'. The 'Formatting:' section shows 'HTML format' selected. The 'Subscription:' section has a dropdown menu set to 'Send me email copies of posts to this forum'. The 'Attachment:' section is labeled '(optional)' and includes a text input field, a 'Browse...' button, and a note 'Max size: 2Mb'. At the bottom right, there is a 'Post to forum' button.

Subject: What is Software?

Message:

Trebuchet 3 (12 pt) Normal **B** *I* U ~~S~~ [x₂](#) [x²](#)

What is Software?

Read carefully ?
Write carefully ?
Ask good questions ?
About the HTML editor ?

Path: body

Formatting: HTML format ?

Subscription: Send me email copies of posts to this forum ?

Attachment: (optional) Browse... ? Max size: 2Mb

Post to forum

8. Submission of Assignments (Compulsory submission in all courses)

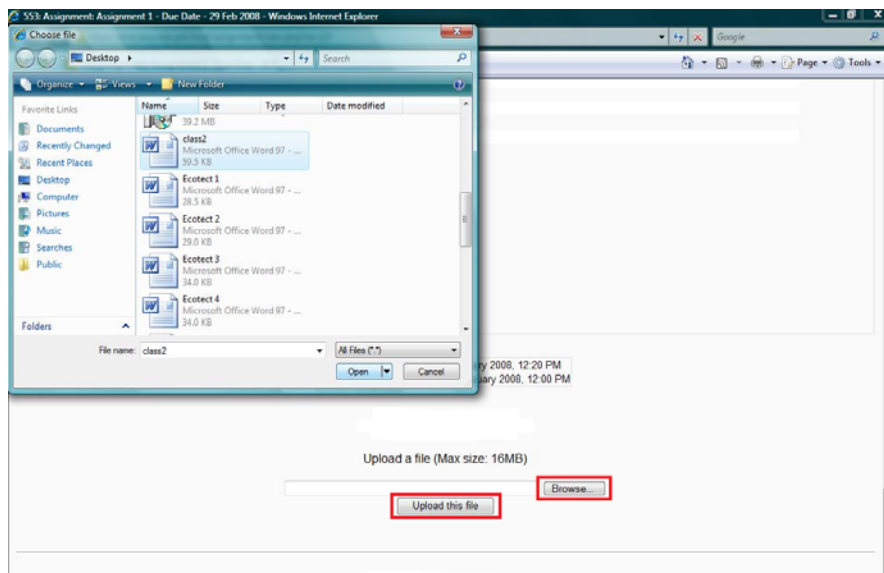
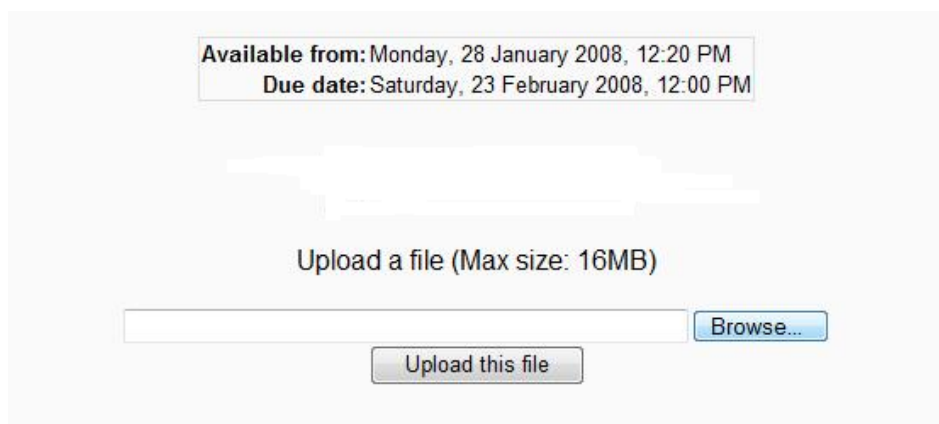
Make sure to upload the assignment before the due date, the server shall not allow to upload assignments after due date

The links to assignment No. 1 & assignment No. 2 are given in this screen shot. ***Similarly links to Assignments in all courses are provided on website.***

Click on the link to access the assignment.

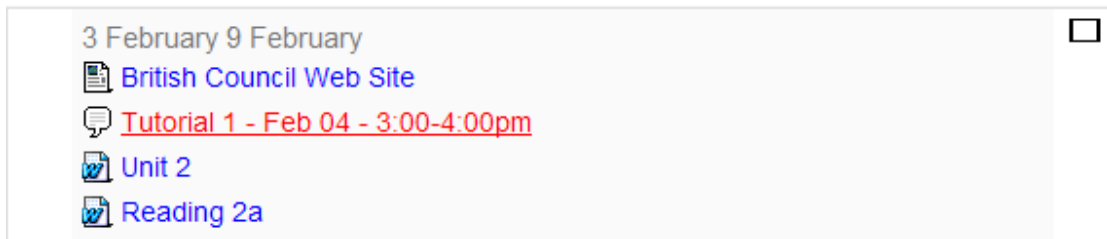


When you click the link of Assignment No. 1 following screen appears. You can use the browse button given at the bottom of the page to browse & select the file and upload this file on the website.

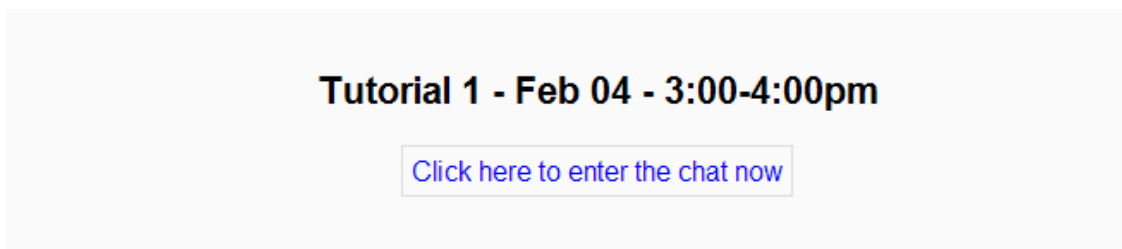


9. Participation in Tutorial Sessions

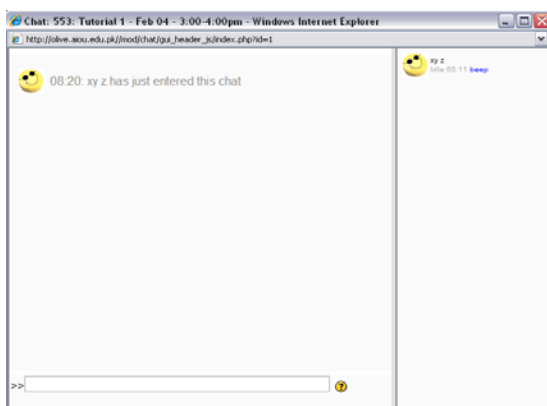
To attend online session use “Tutorial” link that is given in each course. You should attend the online sessions according to the schedule of classes given to you.



When you click “Tutorial 1 – Feb 04 – 3:00-4:00pm” the page containing the link “Click here to enter chat now” appears. Please click on it at proper time.

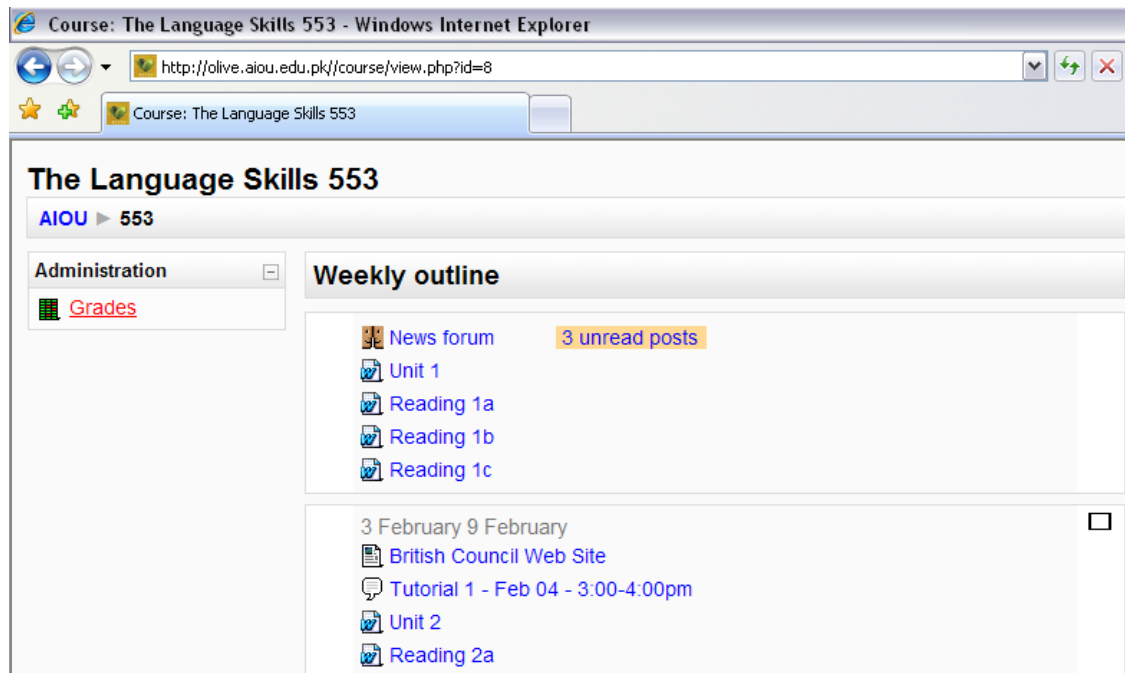


A Screen similar to the following appears containing two columns, which are online participants, and an input box for communication with course teacher. This session provides interaction between student and teacher in online mode.



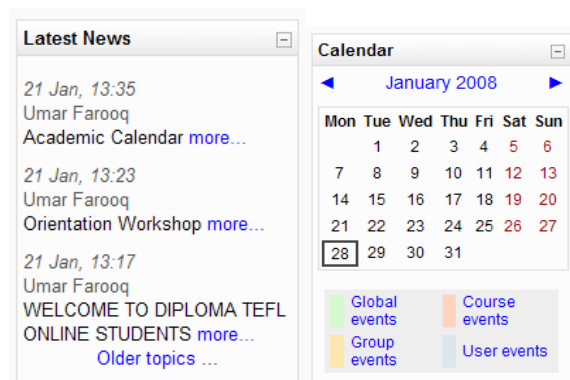
10. Grades

This link “Grades” is available in the administration block on the left. You can view the result of your assignments using this link.



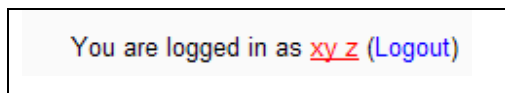
11. Latest News & Calendar

This block on the right side of your course page contains important announcements and dates for all students. You can click on “more” to see details.

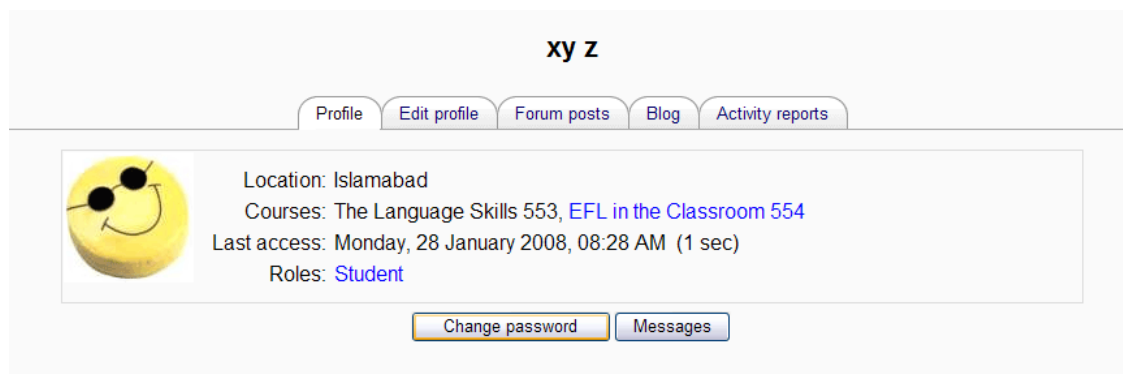


12. Change password

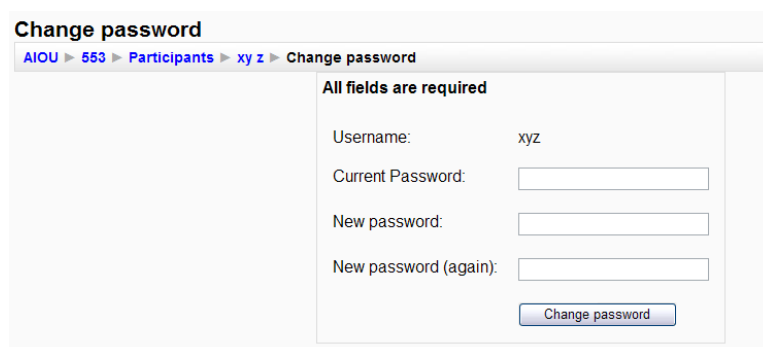
You can change your login password by clicking on your name wherever it appears on the web page.



Please click on the “change password button”. You can use it to change your password.



Enter your current password, and then your new password twice, and then click on “Change password”.

A screenshot of a "Change password" form. The title "Change password" is at the top. Below it is a breadcrumb trail: "AIOU > 553 > Participants > xyz > Change password". The form contains the following fields: "Username:" with the value "xyz", "Current Password:" with an empty text box, "New password:" with an empty text box, and "New password (again):" with an empty text box. At the bottom of the form is a "Change password" button. A message "All fields are required" is displayed at the top of the form area.

13. Further Help

Use discussion in News Forum for course related help. For any additional help you may contact your tutor. For technical support you may contact OLIVE Administrator at email address “olive.admin@aiou.edu.pk”.

Note: Site structure may be updated in future to accommodate changes.

Have fun with your online experience. Thank you and good luck!